

## RESOLUTION

### A RESOLUTION TO AUTHORIZE THE REVISION OF HUMAN RESOURCES POLICY 24 – TYPES OF EMPLOYMENT

WHEREAS, the Fauquier County Board of Supervisors recognizes the need and the importance of maintaining up-to-date human resources policies; and

WHEREAS, the Fauquier County Government Human Resources Policies Manual is continually reviewed for necessary additions, revisions and deletions; and

WHEREAS, recommended changes are contained in Policy 24, Types of Employment, dated January 12, 2006; now, therefore, be it

RESOLVED by the Fauquier County Board of Supervisors this 12<sup>th</sup> day of January 2006, That the revisions made to Human Resources Policy 24, Types of Employment, be, and are hereby, approved effective January 12, 2006.

### **HUMAN RESOURCES POLICY Fauquier County, Virginia**

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**Policy Title: Types of Employment  
Section No.: 24**

**Effective Date: 12/16/02  
Supersedes Policy: 01/19/88**

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#### **I. PURPOSE**

It is the objective of the Board of Supervisors to employ individuals in a variety of employment types to best meet the work requirements of the County and serve its citizens.

#### **II. SCOPE**

This policy applies to all full-time, part-time and temporary positions and employees.

#### **III. DEFINITIONS**

##### **A. Full-Time Permanent Position**

A full-time permanent position is defined as a position in which the incumbent works a full-time, regularly scheduled workweek on a continuous basis. Full-time permanent positions work 30 hours or more per work week. Full-time permanent positions have no time limitation with respect to the duration of job assignment. Full-time permanent employees are eligible to receive full fringe benefits.

#### Part-Time Permanent Position

A part-time permanent position is defined as a position in which the incumbent works less than a regularly scheduled workweek on a part-time, continuous basis. Part-time permanent positions work less than 30 hours per work week. Part-time permanent positions have no time limitation with respect to the duration of job assignment. Part-time permanent employees are eligible to receive pro-rated fringe benefits.

#### Full-Time Temporary Position

A full-time temporary position is defined as a position in which the incumbent works a regularly scheduled workweek for a maximum period not to exceed twelve (12) months. Full-time temporary employees are not eligible to receive fringe benefits.

#### Part-Time Temporary Position

A part-time temporary position is defined as a position in which the incumbent works less than a regularly scheduled workweek for a maximum period not to exceed twelve (12) months. Part-time temporary employees are not eligible to receive fringe benefits.

#### Workweek

A workweek is defined as the seven consecutive calendar days; currently identified as Saturday through Friday.

### IV. **PROCEDURES**

- A. All positions in the County shall be characterized by one of the position employment types described in section III.A-D above.
- B. Fringe benefits shall be provided to employees according to their position employment type.
- C. An employee occupying two part-time permanent positions within the County shall be viewed as a full-time permanent employee for the purposes of fringe benefits if the combined position hours total a minimum of thirty hours (30) per work week. In cases of retirement, the Virginia Retirement System requires that the two jobs be of the same classification.
- D. Job Sharing
  - 1. Any full-time permanent position may be job shared upon approval of the Department Head/Constitutional Officer. The combined work hours of the

job-shared position shall not exceed the total hours of the full-time permanent position.

2. Job sharing may be initiated by a Department Head/Constitutional Officer when:
  - a. a position is vacant and job sharing fits the needs of the department, or
  - b. a position is filled and the incumbent agrees to or expresses a desire to job share.
3. The employment type of employees who job share shall correlate to the number of hours the employees work in a regularly scheduled workweek.
4. A Department Head/Constitutional Officer may approve job sharing for a specific period of time, normally not less than one (1) year. Job sharing arrangements may be revised with the approval of the Department Head/Constitutional Officer on an as needed basis.

E. Re-hire After Retirement through Virginia Retirement System (VRS)

1. Employees who have retired from the County Government may be eligible for re-hire.
  - a. Rehire into a Full-time Permanent Position
    - (1).After retirement, if an employee is re-hired into a full-time permanent position, the employee's VRS retirement benefits shall cease until such time that the employee again retires.
    - (2).If, within one (1) year of the initial retirement, a retiree is re-hired into a full-time permanent position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.
    - (3).A retiree that is re-hired into a full-time permanent position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.
    - (4).A re-hired full-time permanent employee shall be entitled to all fringe benefits associated with full-time permanent employment status.
  - b. Rehire into a Part-time Permanent Position

- (1).After retirement, if an employee is re-hired into a part-time permanent position, the employee's VRS retirement benefits shall continue.
- (2).If, within one (1) year of the initial retirement, a retiree is re-hired into a part-time permanent position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.
- (3).A retiree that is re-hired into a part-time permanent position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.
- (4).A re-hired part-time permanent employee shall be entitled to all fringe benefits associated with part-time permanent employment status.

c. Rehire into a Temporary Status Position

- (1).After retirement, if an employee is re-hired into a temporary status position, the employee's retirement benefits shall continue.
- (2).If, within one (1) year of the retirement, a retiree is re-hired into a temporary status position at the same position grade level as the pre-retirement position, the employee shall earn a salary that is no greater than the salary that was earned immediately prior to retirement.
- (3).A retiree that is re-hired into a temporary status position that is graded either lower or higher than the pre-retirement position shall earn a salary that is commensurate with the position grade level and market conditions.
- (4).Re-hired temporary status employees are not eligible to receive fringe benefits.